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DDS&T-489-81/1

FY-1980 ANNUAL PERSONNEL REPORT

1. This report covers the five-year period from FY-76 through FY-80. All percentages given show the trend for this period. A plus (+) indicates an increase and a minus (-) indicates a decrease. This report will address trends in on-duty strength; loss patterns due to resignations and retirements; gain patterns including reassignments, conversions and EOD's; promotion trends, monitoring of PRA's; and how affirmative actions have impacted on women and minorities in each of these areas. Also attached are two charts. One indicates the number of counseling cases and their outcome in the directorate for FY-80. The other displays information on the Senior Officer Development Program.

2. To summarize briefly, the S&T has increased its on-duty strength over the five-year period by approximately [] While increased losses were experienced due to retirements, resignations and reassignments, these losses were offset by increased gains through EOD's, reassignments in and conversions. The only exception is an equal gain of clericals, but this is prevalent throughout the Agency. The promotion trends have shown a gradual increase each year. The PRA situation is higher than desirable, but most will be alleviated after PMCD reviews; the remaining are being carefully monitored. The S&T has been very supportive of the Affirmative Action Program. The on-duty strength was significantly increased by females, Black and Hispanics, particularly in the professional ranks. Correspondingly, there has been an increase in promotions for females and minorities.

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3. Overall, the R Career Service is in fairly good order. Because of the hiring freeze, one of the biggest problems facing the S&T in the immediate future will be getting the specially qualified and uniquely skilled individuals needed to meet the many diversified requirements levied on the S&T.

ON-DUTY STRENGTH

1. The R Career Service experienced a 15.9% increase in On-Duty Strength (ODS) from [] There was a 19.5% increase in professionals, 6.0% increase in technicals and 7.4% increase in clericals. In FY-77 the DDS&T lost two offices, OSI and OWI (now combined as OSWR) to NFAC, and gained FBIS with a resulting ODS increase of 4.8%. In FY-78, due to an increase in ceiling allocations, the directorate experienced a 10.4% ODS increase.

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2. There was a significant increase in the female ODS over the five-year period with professionals showing the largest increase, 44%, technicals 12%, and clericals 4.4%. With the exception of Black technicals and Asian clericals, the minority population also increased during this time period with a breakdown as follows:

	<u>Professionals</u>	<u>Technicals</u>	<u>Clericals</u>
Asians	+75%	0	-66.6%
Blacks	+26.4%	-2%	+19%
Hispanics	+60.5%	+60%	+85.7%

LOSSES (Resignations, Retirements, Reassignments Out)

1. It is interesting to note that the largest proportion of losses due to resignations are in the technical field and the greater losses due to retirements are in the professional field. The following chart illustrates:

	<u>Professionals</u>	<u>Technicals</u>	<u>Clericals</u>
Resignations	-7.6%	+23%	+1.4%
Retirements	+56.9%	-4%	+5%

FY-79 was the big year for retirements due in part to the early out option.

2. The S&T encountered significant increases in the loss of personnel to other career services over the five-year period. The increases were reflected in all three categories: professionals 61%, technicals 75%, and clericals 33.7%.

3. The data provided did not break out female and minority loss patterns.

GAINS (Reassignments In, Conversions, EOD's)

1. While the S&T experienced an increase of losses due to changes in career service, it also underwent an increase in the reassignments of personnel from other directorates changing to the R Career Service. The category breakdown is as follows: 70% professionals, 45% technicals and 19.8% clericals.

2. The conversion rate in the S&T of clericals to technicals has risen steadily, while the conversion of clericals and technicals to professionals for this period has been on the low side. Over the five years this rate averaged out to be an increase of 62.5% for clericals

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converting to technicals, only a 24.5% increase in technical conversions to professionals, but 0% for clericals converting to professionals. This is mainly due to the highly technical and scientific background required for professional positions in many of the offices.

3. Within these rates, female conversions rose 4.3% with the largest increase, 5.8%, being from clerical to professional. There was one Hispanic conversion from technical to professional resulting in an 80% increase. However, there was an overall decrease in Black conversions which breaks down as follows: clerical to technical 86.6%, clerical to professional 36.3%, and technical to professional 57.1%.

4. While the directorate experienced an increase in professional losses during this period, it should be noted there was also an increase in EOD's, 20.4%. There was an overall increase of 6.2% of EOD's in the last five years. This figure is low because of decreases in technical and clerical EOD's.

5. While female EOD's showed an overall increase of 31% (73% professionals and 50% technicals) there was an 8.5% female decrease in the clerical ranks. The minority picture is a little less clear. From FY-76 through FY-80 there was a 60% decrease in Asian EOD's, a 20% decrease in Black EOD's (+11% professional, +33% technicals, -46% clericals), and a 20% increase in Hispanics.

PROMOTIONS

1. Promotions have generally been on the up each year with an overall 17.4% increase. The promotion rate of females and minorities in each of the categories, but particularly the professional category, has been good. The following chart shows the correlation among the losses, EOD's and promotions.

	<u>Losses</u>	<u>EOD's</u>	<u>Promotions</u>
Professional	+26.7%	+20.0%	+19.2%
Technical	-13.7%	-27.0%	+25.0%
Clerical	+15.0%	-12.1%	+10.0%

With the increases in professional losses, it is natural to assume there would be headroom for promotion. There was a decrease in the number of technicals lost, thus a decrease in the number of EOD's required, yet available headroom remained for promotion. There is a dire shortage of clericals as noted by the increase in losses and decrease in EOD's, thus the lower percentage of promotions.

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1. PRA's have increased steadily each year at a 38.8% rate. The highest increase was technicals 56%, then professionals 41%, and clericals 17.6%. We are taking a closer look at our PRA situation to determine the causes and what may be done about it. However, a significant number (66%) are in a PRA situation pending PMCD review. Statistics on what portion of the PRA's are females and minorities were not available.

2. In addition to the information provided covering the trends for FY-76 through FY-80, a chart is attached which reflects the FY-80 goals, FY-80 actuals, and FY-81 goals. Those spaces left blank simply mean data were not available, therefore, it will not be possible to make comparisons in all categories.

Attachments:

1. Counseling Cases
2. SODP Data
3. FY-80/81 Data

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Next 5 Page(s) In Document Exempt

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